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ABSTRACT

As one of five modules focusing on writing skills, this module on punctuation, capitalization, and abbreviations is intended for use in a one-semester course on written communication or as a supplement to other courses where written communication skills are included. The materials, designed so that they may be used in either teacher-directed or individualized learning situations, include learning objectives, notes to the teacher, suggested activities, information sheets, and six assignment sheets for the study of periods, question marks, exclamation points, quotation marks, apostrophes, parentheses, semicolons, colons, commas, capitalization, and abbreviations. Answers to these assignment sheets are provided, as are a pretest, two posttests, and their answers. (PL)

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WRITTEN COMMUNICATIONS
Instructor/Student Guide

MODULE III
Punctuation, Capitalization, and Abbreviations

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FOREWORD

This publication is intended to be used in a one-semester course on written communications. It may also be used to supplement other courses where written communications skills are included. The materials are designed so that they may be used in either a teacher-directed or an individualized learning situation. Also, each module is a complete unit and may be used independently of the other modules.

There is a need in business offices for people with good written communications skills who can effectively use word processing equipment and for people who can produce typewritten materials from machine or oral dictation. In spite of the fact that students have studied spelling, grammar, punctuation and other written communications skills throughout their school years, many students who enroll in business courses have not mastered these skills. This publication has been prepared in order to help students review or acquire these very important written communications skills.

Five modules have been developed for this Written Communications Series. These include Module I - Parts of Speech; Module II - The Sentence; Module III - Punctuation, Capitalization and Abbreviations; Module IV - Spelling and Vocabulary; and Module V - Proofreading, Composing and Editing. A synchronized slide/tape has been developed to augment each of these five modules plus an additional slide/tape which introduces the series. Each media package consists of a series of 35mm color slides accompanied by a cassette tape programmed with audible/inaudible pulses to advance the slides.

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

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TO HELP YOU USE THIS GUIDE

These materials may be used in either a teacher-directed or in an individualized learning situation. In order to use the guide effectively, instructors should become familiar with the organization and intended use of the materials which are explained below.

MODULES

The guide contains five modules. Each module includes the following components:

1. Objectives. Both general module objectives and specific objectives are listed and stated in measurable terms. Module objectives provide an overall goal for each module. Specific objectives state the specific performance required for the student to meet the module objectives.
2. Notes to the Teacher. These notes provide specific suggestions for the use of each module.
3. Suggested Activities and Instructional Materials. Activities for student and teacher use are suggested. While these activities are designed to be used in an individualized learning situation, they may be modified by the teacher for use with a group of students. A list of materials contained in each module is provided as well as a list of supplementary references.
4. Information Sheets. Information sheets contain essential information and examples. Information on these is correlated with the specific objectives for the module.
5. Assignment Sheets. Several assignment sheets are provided for each module. These should be completed by the student as indicated on the information sheets. An answer key is provided.
6. Slide/Tapes. For each module there is a slide/tape designed to reinforce the material contained in the information sheets. These slide/tapes may be viewed by the individual student or by a group of students.
7. Tests. Each module contains one pretest and two posttests. Specific suggestions for these tests are contained in each module. Answer sheets are provided.

COLOR CODE SYSTEM

Sections of each module are coded by color as indicated in the following key:

- White - Objectives, notes to the teacher, suggested activities, instructional materials
- Green - Information sheets
- Gray - Assignment sheets
- Yellow - Tests
- Pink - Answers to assignment sheets and tests

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

MODULE OBJECTIVE

After completion of this module, the student should be able to use the basic rules of punctuation, capitalization and abbreviations effectively.

SPECIFIC OBJECTIVES

More specifically, the student should be able to:

1. Use punctuation correctly.
 - a. Use the period correctly.
 - b. Use the question mark correctly.
 - c. Use the exclamation point correctly.
 - d. Use parentheses correctly.
 - e. Use quotation marks correctly.
 - f. Use the apostrophe correctly.
 - g. Use the semicolon correctly.
 - h. Use the colon correctly.
 - i. Use the dash correctly.
 - j. Use the comma correctly.
2. Use capitalization rules correctly.
3. Use abbreviation rules correctly.

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WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

NOTES TO THE TEACHER

If a student achieves 90 percent or better on the pretest, advance the student to the next module.

After completion of module assignment sheets, additional materials should be assigned if remedial work is necessary. A list of supplementary materials is included in the reference section.

Suggested grading scale for posttest:

95 -	100% A
90 -	94% B
80 -	89% C

It is recommended that if a student achieves below 80 percent, additional drill work should be completed. (See reference list of suggested materials.)

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

SUGGESTED ACTIVITIES

I. Instructor

- A. Provide student with objectives sheet.
- B. Give pretest.
- C. Provide students with information sheets, slide/tape materials and assignment sheets (including supplementary materials, if available).
- D. Discuss module and specific objectives.
- E. Prepare students to carry out assignment sheets.
- F. Evaluate assignment sheets.
- G. Give posttest.

II. Student

- A. Read objectives sheet.
- B. Take pretest. (If 90% or better is achieved, advance to Module IV.)
- C. View slide/tape presentation for Module III. Have pencil and paper available.
- D. Study information sheets.
- E. Complete assignment sheets.
- F. Take posttest.

INSTRUCTIONAL MATERIALS

I. Included in This Unit

- A. Objectives
- B. Information sheets

C. Assignment sheets

1. Assignment Sheet #1-- Periods, Question Marks and Exclamation Points
2. Assignment Sheet #2--Quotation Marks and Apostrophes
3. Assignment Sheet #3--Semicolons and Colons
4. Assignment Sheet #4--Commas
5. Assignment Sheet #5--Capitalization
6. Assignment Sheet #6--Abbreviations

D. Answers to assignment sheets

E. Module pretests and posttests

F. Answers to tests

II. References

Books and Programmed Supplements

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WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

INFORMATION SHEET

I. Punctuation

A. Period

1. Use a period to mark the end of a sentence that makes a statement or expresses a command.

Examples: I was happy about the promotion.
Close the file cabinet drawer.

2. Requests, suggestions and commands are often phrased as questions out of politeness. Use a period to end this kind of sentence if the reader is to respond by acting rather than by giving you a yes, no or definite answer.

Examples: Will you please let us have your answer.
Will you please type this letter.

3. An indirect question is really a statement, because it rewords a direct question in the speaker's or writer's own words. Therefore, an indirect question requires a period at the end.

Example: Mr. Ryan asked whether the letters had been mailed.

B. Question Mark

1. A question mark is used after every direct question.

Example: When shall we make the service call?

2. A sentence may begin as a statement but end as a question. The correct end punctuation is a question mark.

Example: I can count on your help, can't I?

3. If a sentence contains a series of questions, use a question mark after each item in the series. Do not capitalize the separate items.

Example: Who is to make the decision--the office manager? the advertising manager? the sales manager?

C. Exclamation Point

1. Use an exclamation point at the end of a sentence to indicate enthusiasm, surprise, disbelief, urgency or strong feeling.

Example: This water is freezing!

2. The exclamation point may be used after a single word or a short phrase. The sentence that follows the exclamation, however, is punctuated in the usual way.

Example: Congratulations! You surely deserve the promotion.

Complete Assignment Sheet #1; check answers with your instructor.

D. Parentheses

1. Parentheses are used mainly to enclose words that give additional information.

Example: You will receive 25 percent of the list price (our usual trade discount).

2. Enclose in parentheses the name of an authority for a statement and all references or directions.

Example: The diagram (Figure 3) shows the finished product in detail.

E. Quotation Marks

1. When recording word for word what someone has said or written, enclose the words in quotation marks. If the quotation is brief, use a comma to separate it from the rest of the sentence. If the quotation is long, use a colon.

Example: Mr. Scott's comment was, "That will be satisfactory."

2. If a direct quotation is interrupted, quotation marks are placed around the quoted words only.

Example: "Our sales staff should be enlarged," he recommended; "our showrooms should be modernized."

3. A quotation within a quotation is enclosed in single quotation marks. (These are made on the typewriter by striking the apostrophe key.)

Example: The student reported, "We know the difference between 'adapt' and 'adopt.'"

4. Enclose in quotation marks the following titles: parts of chapters of books (but not book titles), short plays, lectures, articles, essays, sermons, short poems, toasts, mottoes, paintings, sculptures, and names of ships, planes and trains.

Example: Chapter V, "Inquiry Letters," appears in Part I, which deals with "Business Letter Writing."

5. Punctuation at the end of quotations

- a. Periods and commas are placed inside the closing quotation mark to avoid the appearance of a dangling mark.

Example: To eliminate "chatter," purchase one of our new models.

- b. Colons and semicolons are placed outside the closing quotation mark.

Example: The person who is being sued is known as the "defendant"; the one who is bringing the suit, as the "plaintiff."

- c. Question marks and exclamation points are placed inside the closing quotation mark if the quoted material is the question or exclamation; outside the quotation mark if the entire sentence is the question or exclamation.

Examples: I am sending you a copy of the next chapter, "What is the Job Market Saying?" Jim is an out-and-out "parasite"!

F. Apostrophe

1. The apostrophe is used to indicate possessive case of nouns and indefinite pronouns--but not of personal pronouns (his, hers, its, ours, yours, theirs).

Example: The boy's notebook (singular)
The boys' notebooks (plural)
The men's typewriters (plural not ending in s)
The girls' briefcases (plural ending in s)

2. Use an apostrophe to indicate contractions (shortened forms of one or more words). Place the apostrophe exactly where the omission occurs.

Example: Didn't she come home after work?

3. Use an apostrophe and s to form the plurals of letters, figures, symbols and signs.

Examples: Your 7's are not clear.
Watch your p's and q's.

Complete Assignment Sheet #2; check answers with your instructor.

G. Semicolon

1. Use a semicolon between two closely related independent clauses when the conjunction is omitted.

Example: The promotion was extremely effective; sales increased over 30 percent.

2. In some compound sentences, the second clause starts with an introductory word. A semicolon signals the partial stop before a word that introduces the second clause.

Example: Miss Jones understands accounting; therefore, she has a foundation for learning to operate the calculator.

3. If a compound sentence contains one or more commas in either clause, a semicolon is used to separate the clauses.

Example: I think we can get the five o'clock train; but, if we miss that, there is one at six.

4. When one or more of the items in a series is punctuated with commas, use semicolons between the items.

Example: The officers are: Pat Collins, president; Carlos Montag, secretary; and Linda Jones, treasurer.

H. Colon

1. A colon introduces a list of items, either within a sentence or in tabulated form. It is often preceded by expressions, such as: as, as follows, the following, thus or these.

Example: To make neat corrections, the typist needs the following: correction tape, a typewriter eraser or liquid paper.

2. A colon may also be used before a complete sentence if strong emphasis is intended.

Example: The most important rule for the colon is this: Use a colon before any listing of items you wish to emphasize.

3. Colons are used to separate hours and minutes in writing time.

Example: The break will be at 3:45 p.m.

4. A colon may be used after the salutation of a business letter.

Example: Dear Mr. Smith:

I. Dash

1. The dash may be used in place of a colon or a semicolon, depending on what effect the words are to have. If the message needs more emphasis, use a dash.

Example: The top drawer contains stationery supplies--letterhead paper, copy sheets and carbon.

2. The dash may be used to express a thought forcefully, to summarize forcefully or to repeat forcefully.

Example: Betty glanced at an expensive dress--
and bought it.

*Complete Assignment Sheet #3; check answers with
your instructor.*

J. Comma

1. In order to make a meaning clearer, a writer sometimes inserts a comment or explanation that could be omitted without changing the meaning of the sentence. These added comments or explanations are called parenthetical and are separated from the rest of the sentence by commas.

Examples: I feel, therefore, that we should change
our plans.
Of course, the office will soon be moved
to Atlanta.

2. A writer may mention a person or thing and then, in order to make the meaning perfectly clear to the reader, may say the same thing again in different words. This is called an appositive. An appositive is set off by commas, except at the end of a sentence, when only one comma is necessary.

Example: My neighbor, John Ryan, owns a speedboat.

3. A series consists of a minimum of three succeeding items which may be words, phrases or clauses. A comma is used to separate the parts of a series. To insure message clarity, a comma is used before the conjunction that precedes the last item in a series.

Examples: I bought a tie, a coat, and a suit.
Our offices are located in New York,
Chicago, and Dallas.

4. Subordinate (or dependent) clauses which introduce a sentence are followed by a comma. These clauses often start with the words if, as, because, unless, although and while.

Example: If you are going to apply for the job,
you must do it before Friday.

5. Use a comma to set off introductory words and phrases that introduce a sentence.

Examples: However, we do feel the slight price increase is justified.
For various reasons, we have decided to change our letterhead.

(NOTE: Do not take it for granted that these words are always introductory. The word may modify a word that follows, such as: However worthy the cause, we cannot contribute.)

6. A comma is used to separate two independent clauses that are joined by one of the following conjunctions: and, but, or, for, nor.

Example: The unit is one of the most dependable on the market, and it is economical to operate.

7. When two or more adjectives modify the same noun, they are separated by commas.

Example: He was a quiet, efficient worker.

8. A nonrestrictive clause or phrase is one that may be omitted without changing the meaning of the sentence. Nonrestrictive clauses and phrases are set off by commas and might be classified as parenthetical.

Example: Mr. Smith's office, which is located at the end of the hall, is being redecorated.

9. Use commas to set off the name of the person directly addressed.

Example: Alice, please proofread this letter.

10. Titles in personal names that may indicate seniority and abbreviations that stand for academic degrees or religious orders are set off by two commas.

Examples: Martin Granger, Ph.D., is a psychologist.
Frank C. Schillie, III, is known as "Trey."

11. Use two commas to set off the name of a state, country, county or the equivalent when it directly follows the name of a city.

Example: You can fly from Kansas City, Missouri, to St. Louis, Missouri, in less than one hour.

Complete Assignment Sheet #4; check answers with your instructor.

II. Capitalization

- A. Capitalize the first word of every sentence and the first word of every complete direct quotation.

Examples: Her best subject is accounting.
One user was so delighted that she exclaimed, "I couldn't live without it!"

- B. Do not capitalize fragments (parts) of quotations.

Example: Among other things, he stressed the importance of a "sense of values."

- C. Do not capitalize a quotation resumed within a sentence.

Example: "Under no condition," said Mr. Quinn, "will a refund be made after 90 days."

- D. Capitalize the first word after a colon if that word begins a complete sentence. Space twice after the colon.

Example: These are the directions: Use a 5-inch line.

- E. Capitalize first and last words and all other words in titles of books, articles, periodicals, headings and plays, except words of four letters or less used as articles, conjunctions or prepositions.

Example: You really should study the article "How to Read the Financial Page."

- F. Capitalize an official title when it immediately precedes a name. When used elsewhere, type it without the capital unless it is a title of high distinction.

Example: You are to report to Admiral James A. West.

- G. Do not capitalize business or professional titles used without the name of the person.
- Example: The doctor will be here at 9 a.m.
- H. Capitalize all proper nouns and their derivatives.
- Example: A group of investors plans to build a new Lincoln Hotel near Woodland Park in Jefferson.
- I. Capitalize the names of the days of the week, months of the year, holidays, periods of history and historic events.
- Example: On Friday, November 10, we will have a test over items on the balance sheet.
- J. Capitalize the seasons of the year ONLY when they are personified.
- Example: The winter seems very cold; the icy fingers of Winter are everywhere.
- K. Capitalize geographic regions, localities and names. Do not capitalize points of the compass used to indicate direction or used in a descriptive sense.
- Example: I live in the East, but I plan to move west to Smarr Valley next year.
- L. Capitalize such words as street, avenue, company, etc., when used with a proper noun.
- Example: Is 132 Fifth Street or 132 Fifth Avenue the address of T.M. Little Company?
- M. Capitalize names of organizations, clubs, buildings and trade names.
- Example: The Food and Drug Administration has approved the sale of Kleerglo skin cream.
- N. Usually capitalize a noun preceding a figure. Common words, as line, page and sentence, may be typed with or without a capital.
- Example: Study carefully Diagram 17 in Chapter V of Volume II on page 86.

Complete Assignment Sheet #5; check answers with your instructor.

III. Abbreviations

A. Titles

1. Always abbreviate the following titles when they are used after a name.

Esq.	Esquire
Jr.	Junior
Sr.	Senior

2. Always abbreviate religious and academic titles when they are used after a name.

B.S.	Bachelor of Science
M.A.	Master of Arts
Ph.D.	Doctor of Philosophy
D.D.	Doctor of Divinity

3. When titles appear with complete names or with last names only, abbreviate these titles: Mr., Mrs., Ms. and Dr.

Mr. Henry White
Mr. White

Dr. R. J. Bowens
Dr. Bowen

4. Write other titles in full when they are used with last names only; abbreviate them when they are used with complete names.

Reverend Whitner
Rev. James Whitner

Governor Jones
Gov. G. W. Jones

Professor Higgins
Prof. Robert Higgins

B. Firm Names

1. A part of a firm name is abbreviated only when it is abbreviated by the company in question. Only when it is known that the firm uses a short form should the words Company, Corporation, Association, Brothers or any other parts of a firm name be abbreviated.

C. Names of Associations and Governmental Agencies

1. Abbreviations for names or associations are becoming more and more commonly used and are considered correct. If such abbreviations are used, they should be in general use and not be misunderstood.

N.E.A.	National Education Association
S.P.C.A.	Society for the Prevention of Cruelty to Animals

2. Government business is conducted by many agencies that are familiar to most people. The practice of writing abbreviations for agencies or acts is to write them solid with no periods.

FICA	Federal Insurance Contributions Act (Social Security)
FBI	Federal Bureau of Investigation

Complete Assignment Sheet #6; check answers with your instructor.

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ASSIGNMENT SHEET #1--PERIODS, QUESTION MARKS AND EXCLAMATION
POINTS

Directions: Complete the following exercise by selecting the correct punctuation for the sentence position(s) underlined and putting it (them) on the line.

1. When should the salesperson make the call _____
2. Mr. Smith asked if the package had been sent _____
3. I was happy about the selection _____
4. I can count on your assistance, can't I _____
5. Who is going to get the job--Mary _____
Susan _____ John _____
6. Will you please let us know your decision as soon as possible _____
7. Close the window before it rains _____
Hurry _____
8. Let the manager know whether you want an exchange or a refund _____
9. Would you please send your remittance _____
10. Wow _____ The weather is stormy _____

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ASSIGNMENT SHEET #2--QUOTATION MARKS, APOSTROPHES AND
PARENTHESES

Directions: Complete the following exercise by selecting the correct punctuation for the sentence position(s) underlined and putting it (them) on the line. Write "correct" if no error appears.

1. The chart ____ Figure 7 ____ is in the appendix. _____
2. ____ We'll be late for the ceremonies ____ she said ____ but we will still have to attend ____ _____
3. The evaluation process has already been discussed ____ see page 15 _____. _____
4. The requisition for a specific model has been submitted ____ but ____ if the manager doesn't agree ____ a substitute will have to be obtained. _____
5. The article ____ Better Resumes for Better Jobs ____ appears in the January issue of the Journal. _____
6. Our new model reproduces sound from tapes without ____ chatter _____. _____
7. The following are "Current Assets ____ cash, accounts receivable, furniture and equipment. _____
8. The next chapter is entitled "What are the Flowers Saying _____. _____
9. The mens briefcases are on the luggage rack. _____
10. Its going to rain later in the evening, according to the report. _____
11. The employees lockers were vandalized. _____
12. The desk is being returned to the factory; its leg is broken. _____
13. The supervisors calendar is full for the entire week. _____
14. Watch your ps and qs during the interview. _____
15. The girls typewriter is in need of repair.. _____

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ASSIGNMENT SHEET #3--SEMICOLONS AND COLONS

Directions: Complete the following exercise by selecting the correct punctuation for the sentence position(s) underlined and putting it (them) on the line.

1. The house is worth at least \$40,000 _____ the land it is on is worth at least \$10,000. 1. _____
2. Many articles have been written about computers _____ moreover _____ there are often cartoons in leading trade journals. 2. _____
3. The equipment is available in the following colors _____ tan, red, green and white. 3. _____
4. The requisition for a specific model has been submitted _____ but _____ if the manager doesn't agree _____ a substitute will have to be obtained. 4. _____
5. Basic accounting principles are easy to master _____ therefore _____ most students could benefit from an introductory session. 5. _____
6. The stops are _____ San Francisco _____ California _____ Kansas City _____ Missouri _____ and St. Paul _____ Minnesota. 6. _____
7. The closing time is 5 45 p.m. 7. _____
8. To make the necessary adjustments, the service personnel needs the following _____ a Phillips screwdriver _____ a wrench and a hammer. 8. _____
9. The secretary had reservations about typing the letter _____ strong reservations. 9. _____
10. The relocation was extremely effective _____ sales doubled the week after the move. 10. _____

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ASSIGNMENT SHEET #4--COMMAS

Directions: Complete the following exercise by inserting the necessary commas in the following sentences.

1. We would prefer however that you bill us twice a month.
2. If you need materials for the project you may get them from us.
3. Naturally I was happy to see the project succeed.
4. The pattern is a rare valued design.
5. Thomas J. Finley III was valedictorian of the class.
6. When the storm subsided the adjuster was able to make an estimate of the damage.
7. Joan please go into the manager's office.
8. We received the samples you sent to us and we were impressed with their quality.
9. We will travel to Detroit Michigan for the convention.
10. Doral Milsen our insurance agent will set up a plan designed especially for you.
11. The office equipment consisted of a file cabinet a typewriter and a desk.
12. Initiative is a desirable trait but it must not be permitted to run wild.
13. If Gary calls tell him that I am out of the office.
14. However great the distance we must begin the journey.
15. The latest edition of the magazine which is being sent to you with our compliments should be of interest to you.

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ASSIGNMENT SHEET #5--CAPITALIZATION

Directions: Complete the following exercise by circling every letter that is to be capitalized in the sentences.

1. the article is entitled "the secretary on the job."
2. the manager asked, "are you interested in enrolling in the new training program?"
3. "when everything else fails," the instructor stated, "read the directions."
4. the essentials for a good business background are these: accounting, typewriting and shorthand.
5. the directions stated: read carefully before beginning the evaluation.
6. the author, worried about the meeting, decided to contact the honorable george b. whisenhut.
7. the attorney has set the meeting time for 9 a.m.
8. she is a native missourian who lives in the washington hotel.
9. all stores will be closed during the week of april 15; they will reopen on monday, april 22, 1980.
10. her birthday is on christmas day; her daughter's birthday is on easter.
11. it was quite nice to see spring come dancing in from the office window.
12. the company's new branch office is in the east.
13. the new address is 3600 berrywood lane, and the corporate setting is beautiful.

14. the veterans administration has openings for several clerical employees.
15. refer to the following data: chapter vi, volume III, page 17.

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ASSIGNMENT SHEET #6-- ABBREVIATIONS

Directions: Complete the following exercise by circling any incorrect usages in reference to abbreviations and putting the correct form on the line.

- | | |
|--|-----------|
| 1. Harry Smith, Junior, is the general manager of the firm. | 1. _____ |
| 2. Doctor Ashley is out of the office until tomorrow morning. | 2. _____ |
| 3. Doctor Jason Campbell is the professor in charge of the meeting. | 3. _____ |
| 4. The IBM Corporation has been in the computer business for a number of years. | 4. _____ |
| 5. The copy machine is manufactured by the Xerox Co. | 5. _____ |
| 6. FICA has caused concern for many employees as they receive their first paycheck. | 6. _____ |
| 7. The F.C.C. is responsible for the supervision and regulation of wire, radio and television communication. | 7. _____ |
| 8. The Assn. of Electrical Workers is conducting the training program. | 8. _____ |
| 9. Mrs. Justine Beggs, Master of Arts, is the visiting professor. | 9. _____ |
| 10. Oliver Wharton, Esquire, is from London, Eng. | 10. _____ |

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ANSWERS TO ASSIGNMENT SHEETS

ASSIGNMENT SHEET #1

1. call?
2. sent.
3. selection.
4. I?
5. Mary? Susan? John?
6. possible.
7. rains. Hurry!
8. refund.
9. remittance.
10. Wow! stormy.

ASSIGNMENT SHEET #2

1. (Figure 7)
2. "We'll ceremonies," said, "but attend."
3. (see page 15)
4. submitted, but, agree,
5. article, "Better Jobs"
6. "chatter."
7. Assets":
8. Saying?"
9. men's
10. It's
11. employees'
12. correct
13. supervisor's
14. p's q's
15. girl's

ASSIGNMENT SHEET #3

1. \$40,000;
2. puters; moreover,
3. colors;
4. submitted; but, agree,
5. master; therefore,
6. are; San Francisco, California; Kansas City, Missouri;
7. St. Paul,
8. 5:45
9. following; screwdriver,
10. letter--
11. effective;

ASSIGNMENT SHEET #4

1. prefer, however,
2. project,
3. Naturally,
4. rare,
5. Finley, III,
6. subsided,
7. Joan,
8. us,
9. Detroit, Michigan,
10. Milson, agent,
11. cabinet,
12. trait,
13. calls,
14. distance,
15. magazine, compliments,

ASSIGNMENT SHEET #5

1. The "The Secretary Job
2. The "Are
3. When
4. The
5. The Read
6. The The Honorable George B. Whisenhut
7. The
8. She Missourian Washington Hotel
9. All April Monday April
10. Her Christmas Day Easter
11. It
12. The East
13. The Berrywood Lane
14. The Veterans Administration
15. Refer Chapter VI, Volume,

ASSIGNMENT SHEET #6

1. Jr.
2. Dr.
3. Dr.
4. correct
5. Company
6. correct
7. FCC
8. Association
9. M.A.
10. Esq. England

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

PRETEST

Directions: Supply the necessary punctuation, capitalization and abbreviation corrections in the following letter. Put a number by the error found in the letter; using the same number, place the correction for the error on the blank provided at the right. Number 1 is completed as an example.

① Jan. 29, 1980

1. January

Doctor Max Thurber, PhD
University of Missouri
20 University place
Columbia MO 65211

Dear Dr. Thurber:

I am interested in pursuing a program of studies leading to a BA degree in political science. Enclosed is my application for admission.

In june, I will be graduated from Riverside High School in Detroit Michigan where I rank among the top 10 percent of my class. I particularly enjoyed classes in english and social studies. During my senior year I served as chairperson of the political research committee. Having studied shorthand and typing for two years I put these skills to use in a part time job as secretary at riverside hospital. Are there part-time office jobs available on campus at UI.

Mrs. Rose Brown my guidance counselor suggested that I write to you requesting an appointment for a personal interview during the week of April 15/24. If this time is convenient may we hear from you regarding an appointment?

Sincerely yours,

(Miss) Janet B. Hunter

Enclosure

2. _____
3. _____
4. _____
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29. _____
30. _____

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

POSTTEST I

Directions: Supply the necessary punctuation, capitalization and abbreviation corrections in the following letter. Put a number by the error found in the letter; using the same number, place the correction for the error on the blank provided at the right. Number 1 is completed as an example.

①
3/1/80

1. March 1, 1980

Mr. Sam Simpson, President
Nectling Steer Company
1300 Industrial Boulevard
Detroit MI 37921

Dear Mister Simpson:

As you know the international steel company today announced several managerial changes in its american division.

Mr. John Ford, Junior, manager of the firm's east coast office will succeed his father John Ford, Senior, as president and general manager. The present president Ford's father founded the company in the early Thirties.

Mr. Steven Aiken has been appointed to the post of Vice-President in charge of sales. He has been with the co. for two years and until last Fall was european representative for Addison Steel, incorporated.

In addition the firm announced that Mr. Henry Rust will fill the younger Mr. Fords post. Mr. rust was formerly the companys district manager for western New York.

If you have any questions about these recent appointments please let me know.

Sincerely Yours,

Jas. T. Harrison

2. _____
3. _____
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40. _____

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

POSTTEST II

Directions: Supply the necessary punctuation, capitalization and abbreviation corrections in the following letter. Put a number by the error found in the letter; using the same number, place the correction for the error on the blank provided at the right. Number 1 is completed as an example.

①. Mar. 15, 1979

Mister Elmer Koster
ABC Financial House
1300 Rice road
Memphis, TN 69307

Dear Mr. Koster:

When your recent letter arrived from the west coast our office was closed for major building repairs. I apologize for the delay in answering your questions.

When you are calculating the total cost of your payroll you don't figure just your gross payroll total. You must also consider how much it costs to prepare the payroll with the new N.C.R. equipment. Most firms your size employ three persons in the department. Whether one of these is a full time or part time accountant is not important. In addition to the salaries paid to these employees you must also consider the cost of their fringe benefits.

Our payroll service which uses modern Data Processing methods is well worth the price. As soon as you send us your time cards your responsibilities end. We calculate and prepare your payroll checks and we deliver them right to your office.

Look at the enc. cost sheet; this formula follows the guidelines of I.R.S. and includes such considerations as F.I.C.A., etc.

When you have looked thru the enclosed materials call me we'll set up an appointment.

Very Sincerely yours,

John T. Kelley

1. March

2. _____
3. _____
4. _____
5. _____
6. _____
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10. _____
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12. _____
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14. _____
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WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ANSWERS TO PRETEST

Directions: Supply the necessary punctuation, capitalization and abbreviation corrections in the following letter. Put a number by the error found in the letter; using the same number, place the correction for the error on the blank provided at the right. Number 1 is completed as an example.

¹Jan. 29, 1980

1. January

²Doctor Max Thurber, ³PhD
University of Missouri
20 University ⁴place
Columbia ⁵MO 65211

- 2. Dr.
- 3. Ph.D.
- 4. Place
- 5. .
- 6. Doctor
- 7. B.A.
- 8. June
- 9. School
- 10. .
- 11. .
- 12. English
- 13. optional
- 14. Political
- 15. Research
- 16. Committee
- 17. .
- 18. part-time
- 19. Riverside
- 20. Hospital
- 21. .
- 22. .
- 23. 15-24
- 24. .
- 25. .
- 26. .
- 27. .
- 28. .
- 29. .
- 30. .

Dear ⁶Dr. Thurber:

I am interested in pursuing a program of studies leading to a ⁷BA degree in political science. Enclosed is my application for admission.

In ⁸June, I will be graduated from Riverside High School in Detroit ⁹Michigan where I rank among the top 10 percent of my class. I particularly enjoyed classes in ¹⁰English and social studies. During my senior year I served as chairperson of the ¹¹political ¹²research ¹³committee. Having studied shorthand and typing for two years I put these skills to use in a ¹⁴part-time job as secretary at ¹⁵Riverside ¹⁶hospital. Are there part-time office jobs available on campus at UI.

Mrs. Rose Brown ¹⁷my guidance counselor ¹⁸suggested that I write to you requesting an appointment for ¹⁹a personal interview during the week of April ²⁰15 ²¹24. If this time is convenient ²²may we hear from you regarding an appointment ²³?

Sincerely yours,

(Miss) Janet B. Hunter

Enclosure

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ANSWERS TO POSTTEST I

Directions: Supply the necessary punctuation, capitalization and abbreviation corrections in the following letter. Put a number by the error found in the letter; using the same number, place the correction for the error on the blank provided at the right. Number 1 is completed as an example.

1. 3/1/80

1. March 1, 1980

Mr. Sam Simpson, President
Nectling Steer Company
1300 Industrial Boulevard
Detroit, MI 37921

Dear ³Mister Simpson:

As you know, the ³international ¹Steel ⁷Company today announced several managerial changes in its ⁶Ameri-can division.

Mr. John Ford, ⁹Junior, manager of the firm's ¹⁰east ¹¹Coast office, will succeed his father, John Ford, ¹²Senior, as president and general manager. The present president, Ford's father, founded the company in the early ¹³Thirties.

Mr. Steven Aiken has been appointed to the post of ¹⁴Vice-President in charge of sales. He has been with the ¹⁵co. for two years and until last ¹⁶Fall was ¹⁷European representative for Addison Steel, ¹⁸Incor-
¹⁹porated.

In addition, ²⁰the firm announced that Mr. Henry Rust will fill the younger Mr. ²¹Ford's post. Mr. ²²rust was formerly the ²³company's district manager for ²⁴Western New York.

If you have any questions about these recent appointments, please let me know.

Sincerely ²⁵Yours,

²⁶Jas. T. Harrison

2. _____
3. Mr. _____
4. _____
5. I _____
6. S _____
7. C _____
8. A _____
9. Jr. _____
10. E _____
11. C _____
12. _____
13. _____
14. Sr. _____
15. _____
16. _____
17. thirties _____
18. vp _____
19. company _____
20. fall _____
21. E _____
22. Inc. _____
23. optional _____
24. Ford's _____
25. R _____
26. company's _____
27. W _____
28. _____
29. yours _____
30. James _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____

WRITTEN COMMUNICATIONS
MODULE III - Punctuation, Capitalization and Abbreviations

ANSWERS TO POSTTEST II

Directions: Supply the necessary punctuation, capitalization and abbreviation corrections in the following letter. Put a number by the error found in the letter; using the same number, place the correction for the error on the blank provided at the right. Number 1 is completed as an example.

Mar. 15, 1979

Mister Elmer Koster
ABC Financial House
1300 Rice Road
Memphis, TN 69307

Dear Mr. Koster:

When your recent letter arrived from the West Coast, your office was closed for major building repairs. I apologize for the delay in answering your questions.

When you are calculating the total cost of your payroll, you don't figure just your gross payroll total. You must also consider how much it costs to prepare the payroll with the new N.C.R. equipment. Most firms your size employ three persons in the department. Whether one of these is a full-time or part-time accountant is not important. In addition to the salaries paid to these employees, you must also consider the cost of their fringe benefits.

Our payroll service, which uses modern Data Processing methods, is well worth the price. As soon as you send us your time cards, your responsibilities end. We calculate and prepare your payroll checks, and we deliver them right to your office.

Look at the enc. cost sheet; this formula follows the guidelines of I.R.S. and includes such considerations as F.I.C.A., etc.

When you have looked thru the enclosed materials, call me. We'll set up an appointment.

Very Sincerely yours,

John T. Kelley

1. March

2. Mr.

3. Road

4. W

5. C

6. ,

7. ,

8. NCR

9. full-time

10. part-time

11. ,

12. ,

13. d

14. p

15. ,

16. well worth

17. ,

18. ,

19. enclosed

20. IRS

21. FICA

22. through

23. ,

24. ;

25. sincerely

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